

JAMES M. HANLEY, N.Y., CHAIRMAN
DAVID N. HENDERSON, N.C.
MORRIS K. UDALL, ARIZ.
CHARLES H. WILSON, CALIF.
WILLIAM D. FORD, MICH.

PHILIP E. RUPPE, MICH.
GLENN CUNNINGHAM, NEBR.
JAMES A. MCCLURE, IDAHO

EX OFFICIO:
THADDEUS J. DULSKI, N.Y.
ROBERT J. CORBETT, PA.

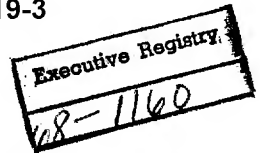
House of Representatives, U.S.

SUBCOMMITTEE ON POSITION CLASSIFICATION

OF THE

COMMITTEE ON POST OFFICE AND CIVIL SERVICE

Washington, D.C. 20515



Honorable Richard Helms
Director
Central Intelligence Agency
Washington, D. C. 20505

MAR 7 1968

Dear Mr. Helms:

Pursuant to section 8 of H. Res. 209, the House Post Office and Civil Service Committee voted to conduct a study of civilian position classification systems in the Executive Branch of the Federal Government. The study is to be undertaken during the second session of the 90th Congress.

Certain responsibilities for the conduct of the study have been assigned to the Position Classification Subcommittee, of which I am Chairman. The Subcommittee plans to conduct its assigned parts of the study in cooperation with the departments and agencies responsible for the administration of the various classification plans and employee organizations having members subject to the plans.

The objective of the study is to determine whether the Federal position classification systems are meeting the needs of the Federal Government, as intended by the legislation establishing them; are well administered; are equitable to the employees affected, to the Government as an employer, and to the taxpayers.

The study will require the Committee staff to inquire into the history and background leading to the establishment of each position classification system; the procedures and operations involved in the application of each system; the maintenance of each system; the views of administrators and employees concerning the usefulness and the adequacy and fairness of each system.

It is obvious that to meet the responsibilities involved in a study of this scope, the cooperation and assistance of the departments and agencies and employee organizations will be needed. Therefore, I am requesting that you designate a person responsible to you to act as liaison with the Committee staff, in providing information and assistance on matters affecting your department, during the conduct of the study. Please notify the Committee as soon as possible who your liaison will be.

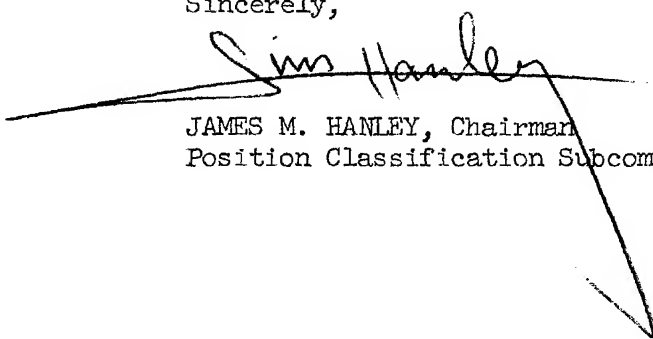
Honorable Richard Helms - 2

Notification should be directed to Mr. Joseph E. Winslow, Staff Consultant, Committee on Post Office and Civil Service, Room 207 Cannon House Office Building, Washington, D. C. 20515.

The Post Office and Civil Service Committee desires to conduct the study in such a manner that the resulting findings and recommendations will form a sound basis for updating and improving Federal position classification systems to meet present and foreseeable needs of the Government.

The cooperation and assistance of you and your agency as needed in the conduct of the study will be deeply appreciated.

Sincerely,



JAMES M. HANLEY, Chairman
Position Classification Subcommittee

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	The Director			Nix	
2	Mr. Warner		8 Mar 68		
3	DD/S				
4					
5					
6					
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE
Remarks:					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DDS		
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: Mr. Warner does not believe this needs to be answered. Can be handled orally.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
OLC 7 D 01			8 Mar 68
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

COMMITTEE ON POST OFFICE AND CIVIL SERVICE

THADDEUS J. DULSKI, New York, *Chairman*

David N. Henderson, North Carolina

Arnold Olsen, Montana

Morris K. Udall, Arizona

Dominick V. Daniels, New Jersey

Robert N. C. Nix, Pennsylvania

Joe R. Pool, Texas

William J. Green, Pennsylvania

James M. Hanley, New York

Charles H. Wilson, California

Jerome R. Waldie, California

Richard C. White, Texas

William D. Ford, Michigan

Lee H. Hamilton, Indiana

Frank J. Brasco, New York

Robert J. Corbett, Pennsylvania

H. R. Gross, Iowa

Glenn Cunningham, Nebraska

Edward J. Derwinski, Illinois

Albert W. Johnson, Pennsylvania

James T. Broyhill, North Carolina

Daniel E. Button, New York

William L. Scott, Virginia

Philip E. Ruppe, Michigan

James A. McClure, Idaho

Fletcher Thompson, Georgia

STANDING SUBCOMMITTEES

MANPOWER AND CIVIL SERVICE

(Room B-370(b), Rayburn Building—Ext. 2821)

DAVID N. HENDERSON, North Carolina, *Chairman*

Charles H. Wilson, California

Richard C. White, Texas

Lee H. Hamilton, Indiana

Frank J. Brasco, New York

H. R. Gross, Iowa

Edward J. Derwinski, Illinois

James T. Broyhill, North Carolina

Ex Officio Voting Members

Thaddeus J. Dulski, New York

Robert J. Corbett, Pennsylvania

POSTAL RATES

(Room 345, Cannon Building—Ext. 4054)

ARNOLD OLSEN, Montana, *Chairman*

Morris K. Udall, Arizona

Dominick V. Daniels, New Jersey

Robert N. C. Nix, Pennsylvania

Joe R. Pool, Texas

Albert W. Johnson, Pennsylvania

Glenn Cunningham, Nebraska

Daniel E. Button, New York

Ex Officio Voting Members

Thaddeus J. Dulski, New York

Robert J. Corbett, Pennsylvania

COMPENSATION

(Room 343, Cannon Building—Ext. 6882)

MORRIS K. UDALL, Arizona, *Chairman*

James M. Hanley, New York

Jerome R. Waldie, California

William D. Ford, Michigan

Lee H. Hamilton, Indiana

Daniel E. Button, New York

Albert W. Johnson, Pennsylvania

Philip E. Ruppe, Michigan

Ex Officio Voting Members

Thaddeus J. Dulski, New York

Robert J. Corbett, Pennsylvania

RETIREMENT, INSURANCE, AND HEALTH BENEFITS

(Room 342, Cannon Building—Ext. 6833)

DOMINICK V. DANIELS, New Jersey, *Chairman*

David N. Henderson, North Carolina

Joe R. Pool, Texas

William J. Green, Pennsylvania

James M. Hanley, New York

James T. Broyhill, North Carolina

Albert W. Johnson, Pennsylvania

Fletcher Thompson, Georgia

Ex Officio Voting Members

Thaddeus J. Dulski, New York

Robert J. Corbett, Pennsylvania

POSTAL OPERATIONS

(Room B-345(b), Rayburn Building—Ext. 3718)

ROBERT N. C. NIX, Pennsylvania, *Chairman*

Arnold Olsen, Montana	<i>Glenn Cunningham, Nebraska</i>
William J. Green, Pennsylvania	<i>H. R. Gross, Iowa</i>
Jerome R. Waldie, California	<i>Edward J. Derwinski, Illinois</i>
Richard C. White, Texas	
<i>Ex Officio Voting Members</i>	
Thaddeus J. Dulski, New York	<i>Robert J. Corbett, Pennsylvania</i>

**United States
House of Representatives**

POSTAL FACILITIES AND MODERNIZATION

(Room 345, Cannon Building—Ext. 4054)

JOE R. POOL, Texas, *Chairman*

Dominick V. Daniels, New Jersey	<i>Edward J. Derwinski, Illinois</i>
Charles H. Wilson, California	<i>William L. Scott, Virginia</i>
William D. Ford, Michigan	<i>Fletcher Thompson, Georgia</i>
Frank J. Brasco, New York	
<i>Ex Officio Voting Members</i>	
Thaddeus J. Dulski, New York	<i>Robert J. Corbett, Pennsylvania</i>

**COMMITTEE ON
POST OFFICE AND CIVIL SERVICE**

**THADDEUS J. DULSKI
CHAIRMAN**

CENSUS AND STATISTICS

(Room B-345(b), Rayburn Building—Ext. 3718)

WILLIAM J. GREEN, Pennsylvania, *Chairman*

Arnold Olsen, Montana	<i>William L. Scott, Virginia</i>
Robert N. C. Nix, Pennsylvania	<i>James A. McClure, Idaho</i>
Jerome R. Waldie, California	<i>Fletcher Thompson, Georgia</i>
Richard C. White, Texas	
<i>Ex Officio Voting Members</i>	
Thaddeus J. Dulski, New York	<i>Robert J. Corbett, Pennsylvania</i>

POSITION CLASSIFICATION

(Room 345, Cannon Building—Ext. 4054)

JAMES M. HANLEY, New York, *Chairman*

David N. Henderson, North Carolina	<i>Philip E. Ruppe, Michigan</i>
Morris K. Udall, Arizona	<i>Glenn Cunningham, Nebraska</i>
Charles H. Wilson, California	<i>James A. McClure, Idaho</i>
William D. Ford, Michigan	
<i>Ex Officio Voting Members</i>	
Thaddeus J. Dulski, New York	<i>Robert J. Corbett, Pennsylvania</i>

**NINETIETH CONGRESS
FEBRUARY 21, 1967**

STUDY OF SYSTEMS FOR THE CLASSIFICATION OF FEDERAL POSITIONS

I. AREAS OF STUDY

PURPOSE OF STUDY: ARE THE EXISTING SYSTEMS SUITABLE FOR MODERN
GOVERNMENT PROGRAMS?

*A. Description of existing systems, including a brief history, discussion
of principal current problems, etc.;*

- General schedule
- Postal field service
- Foreign Service
- VA Department of Medicine and Surgery
- Civilian commissioned services
- Wage board system
- Other (public law jobs, AEC, TVA, etc.)

B. Thorough examination of the GS system:

- The role of Congress
- The role of the Commission
 - Policy development
 - Standards
 - Inspections and corrective actions
 - Appeals
- Centralized approval of key positions
- The role of the agencies:
 - Establishing new positions
 - Maintaining classification on a current basis
 - Appeals
- Recent developments:
 - Better meshing of placement and classification aspects
 - "Impact of man"
 - "Job engineering" for maximum utilization
 - Correcting job fragmentation
 - Pay flexibilities
 - Enlisting participation of line managers
- Use of position classification in other phases of management;
- Effect of position classification on career development: Are
additional flexibilities needed?
- Grade structure
- Exclusions and inclusions
 - Jurisdictional coverage, i.e., wage board supervisors and posi-
tions common to many agencies

C. Thorough examination of the PFS system:

- The role of Congress
- The role of the Commission
- Appeals
- The role of the Post Office Department
- Grade structure
- Basis for classifying positions
- Lack of career opportunities
- Effect of unique nature of postal work

C. Through examination of the PFS system—Continued

Examine need for excluding jobs common to all agencies from general schedule

Examine need for excluding the pay for blue collar jobs in PFS from Federal wage system

D. Other systems:

Thorough examination of systems in—

Foreign Service

VA Medicine

Civilian commissioned services; i.e., Public Health Service and any others

Wage board systems

Other systems established by public laws:

TVA

AEC

Selective Service

Other

E. The issue of uniformity versus diversity:

Should the general schedule (or some modification) be extended to one or more of the other systems or parts of systems, or, conversely, should parts of the present general schedule be broken out?

Advantages and disadvantages of these alternatives

F. "Rank in the man" versus "Rank in the job":

An up-to-date discussion of these apparently conflicting methods, showing advantages and disadvantages of each

Which is more effective for mission accomplishment?

Which provides management a better control over grade distribution, work assignments, etc.?

G. Relationship of classification plans to—

Promotion plans

Career opportunities

Executive assignment system

Whitten amendment and other legal restrictions

H. Possible solution:

Can the best features of the present diverse systems be merged into an overall plan, responsive to agency needs but under appropriate central guidance?

I. Findings

J. Recommendations:

Role of the Congress

Role of the Civil Service Commission

Role of the departments and agencies

II. CONDUCT OF STUDY

A. Leadership, organization, and personnel resources:

Under direction of the Subcommittee on Position Classification
Working committee

Full-time executive director (if possible someone not now
working for department or agency)

Staff detailed from departments and agencies

Steering and review committee—Representatives of—

Legislative branch

Executive branch

Employee organizations

Private sector

Consultants

Industry

Other governmental jurisdictions

Advisory and liaison

Bureau of Budget executive officers

Civil Service Commission Inter-Agency Advisory Group

Government employee organizations

Other

B. Time schedule:

Final report ready 1 to 2 years from beginning of study

O